

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY
BOARD MEETING
January 21, 2015**

Call To Order: Sandy called the meeting to order at 10:15 a.m. in the Conference Room of the Gillette Child Support Office in Gillette, Wyoming.

Members Present:

Campbell: Nancy Ratcliff and Jeani Stone
Crook: Trudy Materi and Tina Wood
Weston: Tom Bruce and Sandy Walford
CSA Staff: Carol Kinney, Director and Del Nunley, Director elect.

Guest: Gidget Macke, Weston County Clerk of District Court

Absent: Joe Baron, Randy Rossman and Micky Shober

Quorum: Sandy determined a quorum existed.

Minutes: Minutes from the December 3, 2014 board meeting were submitted for approval.

Tom made a motion to approve the minutes from the December 3, 2014 board meeting as submitted. Nancy seconded. Motion carried.

Approval of Expenditures: The Board reviewed the Agency's expenditures for November and December 2014.

Del reported there are no extraordinary expenses. She reports that the difference in expenses between the two months is related to the second half of the rent due the first of January.

Tina made a motion to approve the expenditures for November and December 2014. Jeani seconded. Motion carried.

Old Business:

Satellite Office Update: Carol provided an update on the Sundance move. The cost was about half of what was projected, due to the movers only needing two hours to move instead of four. An ad is running in the Sundance Times notifying customers of our move for 8 weeks at a cost of \$24 per week. The computer upgrade was completed yesterday. Carol reported she has not had a chance to contact Vermona from Employment Services to see about the possibility of co-locating with them in Newcastle, but she will do so before she leaves next week.

DFS Expenditure Report: Carol provided an update on the final DFS Expenditure Report. Both of CSA's responses were sent for board review prior to today's meeting. The DFS auditor recommended that even though CSA is not a publicly held company, it is their recommendation that auditors be changed every five years. Carol's response was that the board would take this under advisement, but that the board would want to know if this recommendation was only for CSA or did it extend to all other contractors. There has been no response to the question.

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Carol checked with the 5th District and Jodie stated that they have had the same auditor since 1996 and there was no recommendation to change auditors in their Expenditure Report this year. She states that her auditor will no longer provide this service and referred her district to a firm out of Salt Lake City. She met with one of the partners recently and they agreed to provide the Single Audit for the same charge as the previous auditor, but wanted assurances they could increase the price in small percentage increments.

Carol also visited with Colleen about the DFS recommendation. She asked her partner in Newcastle if he could provide the audit for a change, but he cannot due to his workload. She advised that in the next couple of years, she will probably stop doing Single Audits. They are very labor intensive and require quite a bit of time to keep her audit certification current. There is only one other firm in northeast Wyoming that is certified to provide this type of audit and they previously bid \$18,000 for the service.

Given the state's recommendation and the fact that most of the smaller firms are opting not to provide this service, Carol recommends the board consider putting the audit out for a bid to see who is available and at what cost in the future. Colleen has already calendared our FY 15 audit, so we would be seeking services for coming years.

There is a new development regarding audits that Del and Kerstin will be learning about on Thursday. The federal government is increasing the amount of federal funds needed before a Single Audit is required from \$500,000 per year to \$750,000. According to preliminary information, this change will be effective January 1, 2017. That would mean that CSA would need a Single Audit for FY 15, FY 16 and perhaps FY 17, because the effective date would arrive in mid-fiscal year. Both Del and Kerstin will provide updated information as it becomes available.

Tom made a motion to solicit audit bids given the information provided today. Tina seconded. Motion carried.

New Business

Self-Assessment Review (SAR): Del provided an update on the SAR review. This is a federally mandated program audit of case files for the federal fiscal year 10/ 1/ 13 through 9/ 30/ 14. The state office pulled random files to be reviewed and we sent a staff person to Cheyenne to deliver about 70 files. Over 189 files were audited totally, but the majority was audited on-line due to our exceptional casenoting abilities here in the 6th District.

The preliminary review was received last week and we are in the process of going over all of the information. Any errors noted will be reviewed to see if it is possible challenge them. If so, Del will take those files with her to Cheyenne. She participates on the SAR Committee that meets annually to review any challenges from the nine districts. The final report will be sent for a formal response, which is due to the state the first part of March. The board will receive a copy of the final report at the March meeting.

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Administrator's Report

Performance Indicator Report: Del provided copies of the Performance Report for year-to-date percentages as follows:

- I. Paternity is 104%. We exceed the federal minimum requirement of 90%.
- II. Support Order is 93%. The federal requirement is 80% or higher and we exceed the minimum.
- III. Current Support Paid is 71% and we beat the 8th District for once!
- IV. Arrearage is increasing each month and is measured at year-end.

CSA Statistics: The following reports were provided and discussed:

- **Stats:** Caseload has decreased slightly over the last two months due to our continued clean-up of old cases. New cases are up over last year at the same time, as are hearings and the number of documents filed. The two dedicated court dates per month continue to allow us to get into court on a regular basis each month and we are using this to the advantage of our customers.
- **Referral sources:** DFS continues to be our primary referral source at 30% with CDC and private attorneys around 13%.
- **Collections & Cost Per Dollar:**

November total	\$ 741,040	Cost per dollar \$.08
December total	\$ 899,989	Cost per dollar \$.12
Year-to-date total	\$ 4,962,082	+\$420,659 as compared with last yr
- **Foster Care:** Working 542 cases

November total	\$ 23,198
December total	\$ 30,101
Year-to-date total	\$ 166,206
- **Lump Sums:**

November total	\$ 40,548	Queen Marv \$29,123
December total	\$ 7,900	Queen Brenda \$ 4,900
Year-to-date total	\$ 114,298	
- **Pocket Liens:** Total collected to date after time of service is \$1,329,986.

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Management Issues: Del reported on several management issues:

- 1) Most of the new computers were installed last week and Sundance was yesterday. Steve from IT will be working in Newcastle this Thursday to get that office up. Kristie wants all installed by the end of the month.
- 2) We continue to have furnace difficulties. The condenser box starting leaking and had to be replaced, along with the master board. There seems to be a pattern of problems developing with the one furnace.
- 3) Greg attended an attorney meeting in Cheyenne for the Notice of Proposed Rule Making put out by the Office of Child Support Enforcement. The fed requests input from all states regarding their massive review of child support.
- 4) Carol's Retirement Open House is scheduled Friday, January 30th from 3-5pm.

Next Meeting: March 18, 2015 in Newcastle, Wyoming.

Adjournment: There being no further business, Sandy declared the meeting adjourned at 11:00 am.

Respectfully submitted,



Tina Wood,
Secretary

/ ck